

Drafting Guidelines for Electronic Record Keeping: A Collaboration

Lorraine Marrey, Digital Repository of Ireland

Joanne Rothwell, Archivist & Records Manager Waterford City & County Council



About us:

Lorraine Marrey: Secretary

- Training and Engagement Manager with the DRI.
- Librarian (academic, school & public libraries)
- Former chair of School Library Association
- Former Council member of Library Association of Ireland

Joanne Rothwell: Chair of group

- Local Authority Archivist
- Previously Chair of LGARM
- Served as Training Officer with ARA,I.
- Worked on National Retention Policy 2002 and is working on on update to NRP with the LGMA

Topics:

- Electronic Recordkeeping Guidelines Project
- Getting started: The Booksprint event
- Outcomes from the Booksprint
- Electronic Record Keeping working group
- Advice from experts in the field
- Where we are now - and what we need from you!
- The future/ expected outcomes
- Lessons learned

Guidelines for Electronic Recordkeeping Project

- What do we want?
- Specific advice on practical steps
- Taking into account Irish landscape and culture
- Bearing in mind limited resources
- Stepped development
- “Not doing anything to make things worse” “Start on the right foot”

Digital Preservation: Where to Start?

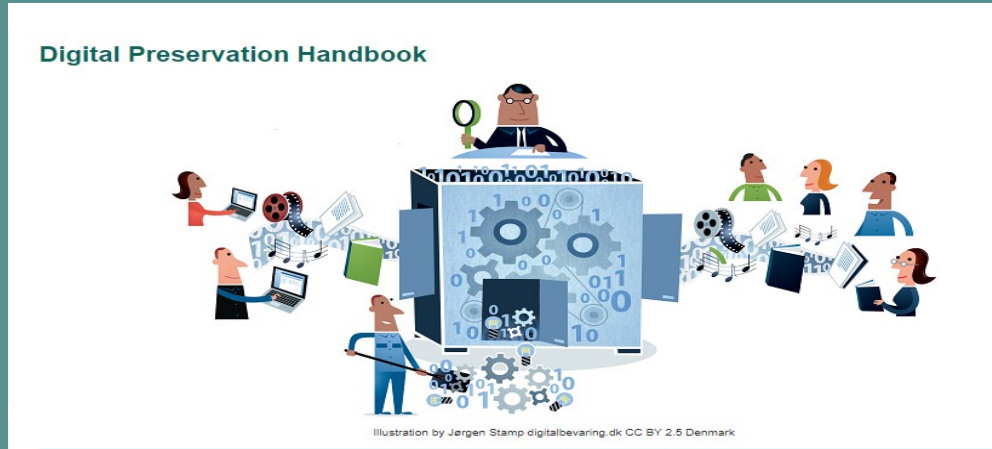
Digital Preservation Coalition

Digital Preservation Handbook:
Where to start?



Getting Started

Digital Preservation Coalition www.dpconline.org
Booksprint to gather expertise - advice and guidance from Jenny
Mitcham and Sharon McMeekin



Getting Started

Sprinting to Digital Preservation Event

- Free event
- Online Booking
- LGMA Dublin (transport links)
- 70+ registrations from most counties
- Archivists/record managers/DPOs

SPRINTING TO DIGITAL PRESERVATION

Getting to grips with Digital Recordkeeping: FREE EVENT

Date: 1 February 2023

Venue: Local Government Management Agency, Local Government House, 35-39 Ushers Quay, Dublin 8

Organisations now operate in a digital environment and records are created electronically in that environment. But:

- Do you know how to ensure that the records you create electronically will meet the legal requirements for your [organization](#)?
- Will you be able to access and store your records in the long term as electronic systems evolve and update?
- Are your records stored securely?

Managing electronic records (born digital records and digitised records) requires collaboration across a range of experiences and expertise and the best approach to electronic recordkeeping is to collaborate. The Digital Repository of Ireland [are](#) working with the Local Government Archivists and Records Managers Group and the Local Government Management Agency on new Electronic Recordkeeping Guidelines. A practical and useful support for organisations working with electronic records in Ireland which needs the input of a range of experiences in IT, digital services, data protection, legal requirements, records management and archives. Bringing together a collaboration group provides attendees with the opportunity to exchange ideas, experiences and to discover more about the issues of electronic records and the solutions to electronic recordkeeping.

This event will combine expert speakers and facilitated break-out sessions to collaborate in a "book sprint" to produce practical Electronic Recordkeeping Guidelines.

Programme:

9am	Registration
9.30am	Digital Recordkeeping – What's the Problem? What's the Solution?- William Kilbride, Digital Preservation Coalition
9.50am	Next Steps in Digital Transformation - Digital Preservation? - Dominic Byrne, Digital Strategy and ICT
10.10am	A Case Study in Digital Preservation- Tamara Thornhill, Transport for London
10.30am	Tea Break
11.00	Facilitated Break out Session : 3 Groups
12.30	Lunch
1.15	Facilitated Break Out Session : 3 Groups
2.15	Report Back on Break Out Sessions and Next Steps

Getting Started

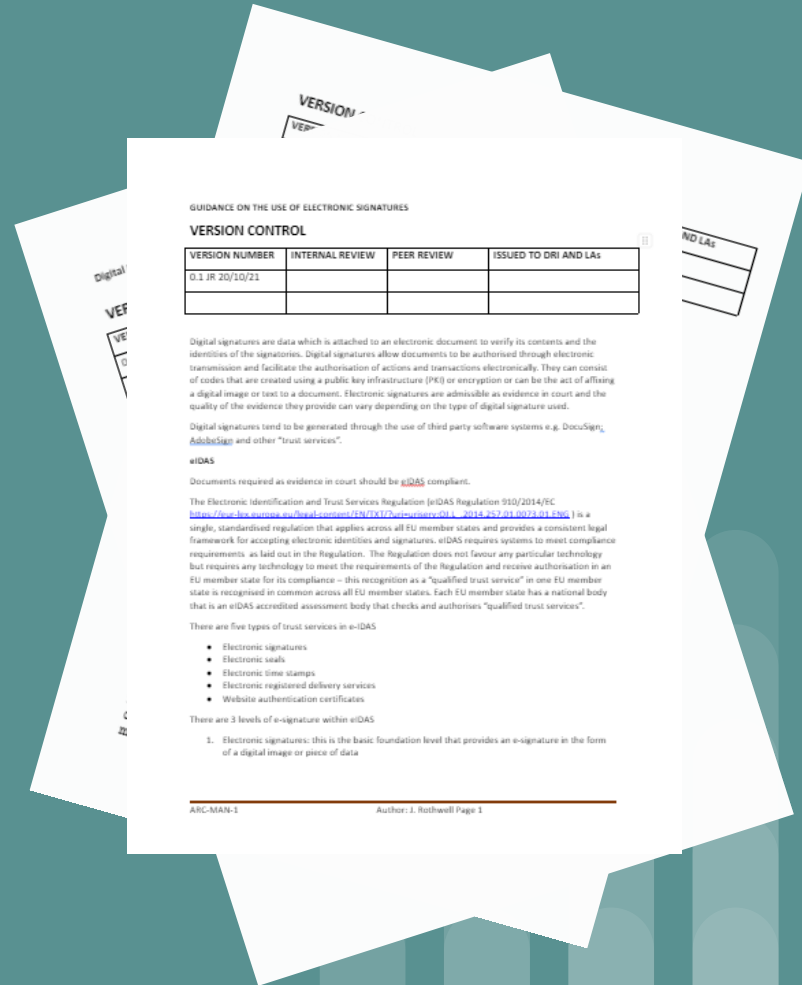
Sprinting to Digital Preservation Event

- Short expert talks
- Facilitated breakout sessions on assigned topics
- Room facilitators/facilitators/scribes
- Live editing of Google Docs to capture outcomes/issues
- Reporting back to main group & discussion
- Practical/ on-the-ground/real-time issues
- Collaboration!



Booksprint Outcomes

- Topics with input from groups
 - File formats
 - CRM Systems
 - GIS Records
 - Financial Management Systems
 - Web Archiving
 - Storage and Back-Ups
 - Records Retention
 - Records Preservation
 - Open Data
 - Legal Compliance and Audit
 - Legacy Media
 - Glossary



Electronic Record Keeping Working Group

Joanne Rothwell, Waterford City and County Council

Lorraine Marrey, Digital Repository of Ireland

Kevin Long, Digital Repository of Ireland

Joan Murphy, Digital Repository of Ireland

Michael Kirwan, Office of Attorney General

Karel Kiely, Kildare County Council

Patricia Fallon, Meath County Council

Lorraine McLoughlin, Dublin City Council

Jacqui Hayes, Sarah Hayes-Hickey, Limerick City and County Council

Electronic Record Keeping Working Group

- Collaboration
- Met online via DRI Zoom, action points taken & circulated, date for next meeting set (all using Google Docs)
- Each person edited a guideline for cohesion (knowledge/skills)
- All accessed & edited in Google Docs
- Next meeting - suggested experts/for each topic - central list documented.

Experts feedback to date

Awaiting feedback from Law Society of Ireland and GIS Group UCD Archives, National Archives

“References and aligns with baseline standards” - National Cyber Security Centre

“Everything covered” - Local Authority Internal Auditors Network

Tamara Thornhill Transport for London
File Formats - Add email

Legacy Media - Should this be a standalone section or part of Basic Approaches to Digital Preservation

DID YOU KNOW?

There are over 35 different files that can have the extension .pdf?! They each have slightly different characteristics, and functionalities and therefore present slightly different preservation risks!

Where we are now

We have drafts for:

- Records Retention
- Records Preservation
- Open Data
- Metadata and Fixity
- Legal Compliance and Audit
- Legacy Media
- Information Security
- Geographic Information Systems
- Web Archiving
- Digital Signatures
- Cloud Storage
- Very draft Basic Introduction

What we need from you!

What do you need?

Is it all covered in the drafts?

Is it in Plain English and clearly explained?

Logical Order?

Please take a look at the drafts and add your comments and feedback.

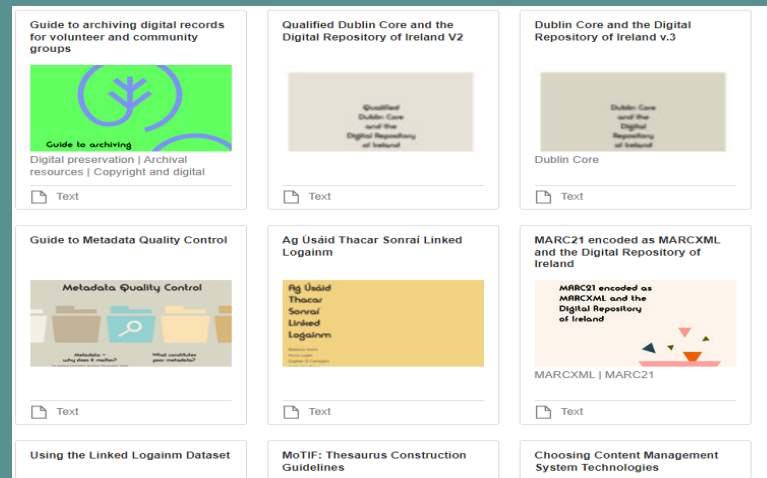
Collaborate and make it a useful tool for yourself

Any suggested experts to approach for feedback?



The Future/ Expected Outcomes

- ❖ A Practical Toolkit for Electronic Recordkeeping
- ❖ Available free online for all organisations
- ❖ Good advice to get any organisation started with Digital Recordkeeping
- ❖ A resource that is kept up to date so that people will continue to find it useful
- ❖ NOT A SOLUTION but a start
- ❖ A GOOD START



Lessons Learned

Everyone would love to know what the best plan of action is
Electronic Recordkeeping is time consuming and can be off putting
Therefore:

Collaboration is key to Digital Recordkeeping

- ★ Share our experiences
- ★ Divide up aspects of the work
- ★ No one is an expert in all aspects of Digital Recordkeeping but together we can develop our expertise
- ★ Keep communicating

Thank you!

Joanne Rothwell -

jrothwell@waterfordcouncil.ie

Lorraine Marrey l.marrey@ria.ie

www.dri.ie

